

Jefferson County Nutrition Project Council
Minutes of Meeting
10/25/22

Call to order

The meeting was called to order at 2:00 p.m.

Roll call (establish of a quorum)

Present: Carol O'Neil-Chair, Barbara Schmitt-Vice Chair, Patricia Rabay, Carol Battenberg-Secretary, Frankie Fuller, Lisa Krolow, Mary Roberts.

Also Present: Kimberly Swanson, Sharon Endl.

Certification of compliance with Open Meetings Law

Swanson certified compliance.

Approval of the agenda

A motion to approve the agenda by Battenberg, seconded by Rabay. The motion was approved unanimously.

Approval of the Nutrition Project Council Minutes from 7/26/22

A motion to approve the 7/26/22 minutes by Battenberg, seconded by Rabay. The motion was approved unanimously.

Communication

None.

Public Comment

None.

First term appointment of Mary Roberts. Mary Roberts appointed to 1st term, expires 10/1/25.

Second term appointment of Patricia Rabay (September 10, 2022). Patricia Rabay appointed to 2nd term, expires 10/1/25

First term appointment of Lisa Krolow. Lisa Krolow appointed to 1st term, expires 10/1/25.

Discussion of 2022 Shelf Stable Meals. Received 500 shelf stable meals. Each HDM participant receives 2 meals. Anticipated distribution late October & early November. Sharon Endl, will distribute remaining meals to new HDM participants at in-home assessment.

Discussion of Volunteer Recruitment. Swanson reviewed highlights of an online article by McCurley & Lynch, *Keeping Volunteers: A Guide to Retention and Reva Cooper, Retention Strategies for Today's Volunteers*. Accessed from *Adjust Your Thinking: Shifting the focus to Volunteer Retention*, July 14, 2008, Donna Lockhart.

Discussion of the 2022 Customer Satisfaction Survey. Survey Response Rates as of 10/25/22: Home Delivered Meal (HDM) (44%), Carry Out (51%), Congregate (Fort Atkinson, Watertown) (52%). Survey ends 11/3/22 but will accept responses through 12/31/22.

Discussion of the 2022 My Meal My Way Survey. Plan to distribute this survey in 2023. This survey is to learn when and where seniors in Jefferson County like to dine.

Discussion of the 2023 Catering Bid Process. The last bid package went out in 2018 for a 2019 contract with an option for four additional years. The next bid package will go out in 2023 for a 2024 contract.

Discussion of Possible Future Agenda Items. New guidelines for the food pyramid. Discussion of diversity of the Nutrition Project Council.

Adjourn

A motion to adjourn the meeting by Fuller and seconded by Battenberg. The motion was approved unanimously, and the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Kimberly Swanson, Senior Nutrition Program Supervisor